



OKLAHOMA COMPREHENSIVE SCHOOL COUNSELING FRAMEWORK

SUGGESTED IMPLEMENTATION CALENDAR (YEAR ONE)

DESCRIPTION

This document is to help schools and districts implement the Oklahoma Comprehensive School Counseling Framework. This is meant to be a step-by-step process, as outlined below. Additionally, the OSDE Connect Course can aid in implementation.

AUG

SUGGESTED TRAINING VIDEOS

- Comprehensive School Counseling Overview
 - If the district has already received an introduction presentation, skip this step and only have new school counselors watch the introduction video
- Creating Annual and Weekly Calendars

SUGGESTED ACTIVITIES

- Complete Program Audit
- Begin drafting weekly calendar (one per school counselor)
 - Template for weekly calendar
- Begin drafting the annual calendar (one per school)
 - Template for the annual calendar
 - *I recommend this activity be done by allowing school counselors to work with the other school counselors at their level (all elementary school counselors together, etc.). This will allow for collaboration between schools.*
 - See pages 54-71 in the OKCSCF
 - To learn more about calendars

SEP

SUGGESTED TRAINING VIDEO

- Annual Administrative Conference

SUGGESTED ACTIVITY

- Complete the Annual Administrative Conference by the end of September
- Annual Administrative Conference Template
 - *I recommend this meeting be done by all school counselors in August/September every year. Even if you have to leave some of the parts blank on the form, starting this conversation is vital. It would be great if after all the school counselors have this meeting, they have time to process and share their successes and areas for growth for next year's meeting.*
 - See pages 51-52 in the OKCSCF
 - To learn more about the Annual Administrative Conference



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OCT

SUGGESTED TRAINING VIDEO

- [Using the Use-of-Time Calculator](#)

SUGGESTED ACTIVITY

- Track time using the Use-of-Time Calculator by end of October
- [Use-of-Time Calculator](#)
 - *I recommend this activity be done by all school counselors and then a meeting set up with the school counselor and administrator to go over the data. If possible, the district-level school counseling leader should also attend these meetings to help advocate.*
 - See pages 52-53 in the [OKCSCE](#)
 - [To learn more about Use-of-Time](#)

NOV

SUGGESTED TRAINING VIDEO

- [Using Lesson Plans](#)

SUGGESTED ACTIVITY

- Create (at least) one lesson using the lesson plan template
- [Lesson Plan Template](#)
 - *I recommend each school counselor put one of their lessons into the template. Then, create a shared folder for your district so that they can share lesson plans!*
 - See pages 49-51 in the [OKCSCE](#)

DEC

SUGGESTED TRAINING VIDEOS

- [Delivering Student Services in Elementary Schools \(Part One\)](#)
- [Delivering Student Services in Secondary Schools \(Part One\)](#)

SUGGESTED ACTIVITY

- Group Discussion and Reflection: Discuss what Direct Student Services look like in your school. How are you providing instruction, appraisal and advisement, and counseling? How could you improve these services?
 - See pages 73-100 in the [OKCSCE](#)
 - [To learn more about direct student services](#)
 - [To learn more about small group counseling](#)



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JAN

SUGGESTED TRAINING VIDEOS

- [Delivering Student Services in Elementary Schools \(Part Two\)](#)
- [Delivering Student Services in Secondary Schools \(Part Two\)](#)

SUGGESTED ACTIVITY

- Group Discussion and Reflection: Discuss what Indirect Student Services look like in your school district. How are you collaborating, consulting, and making referrals? How could you improve these activities?
 - See pages 101-103 in the [OKCSCE](#)
 - [To learn more about indirect student services](#)

FEB

SUGGESTED TRAINING VIDEO

- [Addressing Inappropriate and Non-School Counseling Duties](#)

SUGGESTED ACTIVITY

- Discuss advocacy efforts that could help eliminate inappropriate and non-school counseling duties
 - See pages 105-107 in the [OKCSCE](#)

MAR/APR

SUGGESTED TRAINING VIDEO

- [Creating Beliefs, a Vision Statement and a Mission Statement](#)

SUGGESTED ACTIVITY

- Decide if you want to create district-wide beliefs, vision, and mission or individual school site beliefs, vision, and mission. Begin drafting beliefs, vision, and mission to be finalized in August for the new school year.
 - See pages 35-37 in the [OKCSCE](#)

MAY

SUGGESTED TRAINING VIDEO

- [School Counseling Program Assessment](#)

SUGGESTED ACTIVITY

- Complete the [School Counseling Program Assessment](#) and discuss strengths and areas to focus on next year
 - See page 108 in the [OKCSCE](#)



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RESOURCES

- [Oklahoma Comprehensive School Counseling Framework](#)
- [Oklahoma Comprehensive School Counseling Framework Resources Hub](#) (includes links to all templates in PDF and other helpful resources)
- [All templates are also available in Word documents](#) (these should be used for any school applying for RAMP)
- [OSDE Connect Course](#) for the Oklahoma Comprehensive School Counseling Framework
 - An asynchronous training platform that includes webinars, discussions, and technical assistance as you work towards implementing the Framework. The platform includes self-paced modules. You can earn 20 professional development hours through these modules. While the modules are asynchronous, synchronous support can be provided along the way.
- [Additional Pre-Recorded Webinars](#)